

## **Annual Public School Enrollment Audit – Audit Process**

The State Education Office contracts with an independent auditor to verify annual fall enrollment counts for all public and public charter schools.

For verification, auditors count and examine the records of students at each of the District of Columbia's public schools and public charter schools. Because District schools receive funding under the provisions of the Uniform Per Student Funding Formula and in conjunction with the number of students enrolled, a census-type audit is mandated to assess the accuracy of the fall student enrollment counts. Auditors perform a physical onsite count and evaluate the following:

- The number of students enrolled in DCPS schools and public charter schools by grade level and by school,
- The number of students for whom DC residency is verified and who were enrolled in DCPS schools and public charter schools by grade level and by school,
- The number of special education students enrolled by special education service level (Level 1 through Level 5),
- The number of students who receive special education services and are enrolled in non-public placements or public schools in the surrounding counties, by school,
- The number of students who are wards of the District of Columbia and enrolled in public schools in surrounding counties by school, denoting the number who are special education students,
- The number of non-resident students, enrolled in DCPS schools or public charter schools, who are paying tuition, by grade level and by school,
- The number of students who have limited proficiency (LEP) or are not proficient in the English language (NEP) who were enrolled in DCPS schools and in public charter schools by LEP/NEP status and by school, and
- The number of students, including nonresident students, enrolled in non-grade level programs.

Auditors examine student records to determine the following:

- Documentation in individual student records that complies with current rules governing residency verification
- In the case of students with special needs, documentation in the records that supports the level of special education services being requested as required by DCPS Individualized Education Plan
- In the case of students having limited or no English language proficiency, documentation in the records that meets requirements as required by the Individualized Education Plan

Additionally, the audit is intended to examine and identify systems, methods, and procedures to improve future enrollment counts conducted by DC public schools and public charter schools. Audit findings provide vital information for assessment of funding needs and directly impact planning, staffing, and resource allocation in each DC public school and public charter school.